

**COM K173 Public Speaking** Fall 2013 9:30-10:45am Room D222

Instructor: Susan M. Topping

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### **COURSE DESCRIPTION**

Public Speaking introduces students to the principles and basic skills of effective speech communication. Students will research, compose, and deliver speeches of increasing complexity and sophistication. The course familiarizes students with the strategies and techniques of successful informative and persuasive public speaking so students gain an understanding of how communication happens and how people participate in public discourses. The course also exposes students to the rhetorical dimensions of many types of public speech and teaches them to be more critical listeners who can respond rhetorically to complex issues and ideas.

### **COURSE OUTCOMES**

- Demonstrate, describe, and apply an understanding of the relevant principles of speech communication, reasoning, and argumentation.
- Critically evaluate examples of public discourse.
- Demonstrate the acquisition of skills in public speaking and argumentation within several speech structures and contexts.
- Demonstrate an ethical and effective use of academic research.
- Demonstrate an appreciation of the relationship of speech communication to society.

### **REQUIRED TEXT**

*Public Speaking: Strategies for Success*. 7<sup>th</sup> ed. David Zaretsky.

### **ASSIGNMENTS AND GRADING**

#### **SPEECHES**

Speech #1 (3-5 minutes)	5 pts
Informative speech #1 with Annotated Bibliography and outline (4-6 minutes)	15 pts
Informative Speech #2 with Powerpoint and Works Cited (5-7 minutes)	20 pts
Persuasive Speech with Works Cited, in-class exercise, and surveys (8-10 minutes)	35 pts

#### **WRITING**

Self-Assessments	10 (5 points each)
“Great Speech” analysis	10 pts
Peer Speech analysis	5 pts

**ALL SPEECHES MUST BE COMPLETED AT ASSIGNED TIME. YOU MUST BE PREPARED TO DELIVER YOUR SPEECH ON THE FIRST ASSIGNED DAY OR POINTS WILL BE DEDUCTED FROM YOUR SPEECH GRADE.**

### **SPEECH REQUIREMENTS**

- Outlines must be in MLA form and submitted according to schedule
- Speeches must be on different topics
- Specific criteria for each speech will be generated in class
- Informative Speech #2 must include power point
- All speeches must be delivered extemporaneously; otherwise they will receive an F.
- Please do NOT enter the room while a speech is in progress
- Please remember that peer feedback is vital. Be sure to make your comments specific, and make your suggestions for improvement reasonable.
- Students should dress appropriately and professionally when giving speeches.

## **WRITING ASSIGNMENTS:**

1. Self Assessment #1: analysis of your strengths and weaknesses as a public speaker including strategies for improvement.  
Length: 3 pages (750 word minimum) Form: MLA
2. Self Assessment #2: analysis of your improvement.  
Length: 3 pages (750 word minimum) Form: MLA
3. "Great Speech" Analysis: analysis of "great" speech that identifies strategies used (evidence of audience analysis, methods used to communicate information, effectiveness of organizational pattern, use of visuals including powerpoint, opening and closing strategies etc.) and evaluation of delivery including body language and vocal performance.  
Length: Minimum 4 pages (1000 words) Form: MLA
4. Peer Speech Analysis: analysis of assigned peer's persuasive speech that identifies strategies used to "influence the attitudes, beliefs, values and acts" (O'Hair et al 188) of audience (choice of persuasive strategy in relation to audience type, strategies used to engage audience, effectiveness of reasoning including analysis of claims, evidence, logic etc., methods used to communicate information, effectiveness of organizational pattern, use of visuals including powerpoint, opening and closing strategies etc.) and evaluation of delivery including body language and vocal performance.  
Length: Minimum 5 pages (1250 words)

PLEASE NOTE: ALL WORK MUST BE HANDED IN ON THE DAY DUE WITH THE EXCEPTION OF THE WORK DUE ON 12/22/2013. I NO LONGER ACCEPT LATE WORK. HOWEVER, IF I RECEIVE PRIOR NOTIFICATION OF EXTENUATING CIRCUMSTANCES, I WILL ACCEPT LATE WORK (PAPER COPY ONLY, TO MY OFFICE) UP TO ONE WEEK PAST THE DUE DATE (as long as this is before Final Grades are due!), BUT IT WILL RECEIVE A 10 POINT PENALTY. NO WORK WILL BE ACCEPTED AFTER THIS GRACE PERIOD; YOU WILL THUS RECEIVE AN F FOR THE ASSIGNMENT.

## **COURSE POLICY**

### **ATTENDANCE**

Attendance is a requirement. Absences will have a negative impact on your grade. If you are absent during the last week of class, I will deduct half a grade for each absence from your final grade. If you do miss class, it is up to you to find out what you have missed and make up the work in whatever way you can.

### **CLASSROOM DECORUM**

If you are late, leave class early, or allow your cell phone to ring, you are being disruptive. I expect you to come to class on time with all the necessary texts and remain in the classroom for the entire period. Disruptive behavior will have a negative impact on your grade.

### **PLAGIARISM**

Plagiarism is the intentional use of someone else's words or ideas. It is a serious violation of academic standards that is subject to one or more of the following penalties: a failing grade for the paper; a failing grade for the course; a report to the administrative authorities for appropriate action (i.e. a notation on the student's permanent record, suspension, or expulsion). In addition, please read the TRCC Policy on Academic Honesty in the Student Handbook or on-line.

## **STUDENTS WITH DISABILITIES**

If you have a question regarding a disability that may affect your progress in this course, please contact one of the college's Disability Service Providers as soon as possible. Chris Scarborough (860-892-5751/Room A-119) generally works with students who have Learning Disabilities, Attention Deficit Disorder, or Asperger's Syndrome (Chris's position is part-time). Kathleen Gray (860-885-2328/Room A-119) generally works with students who have physical, visual, hearing, medical, mobility, or psychiatric disabilities.

*Please note that an instructor cannot provide disability accommodations until a student provides the necessary paperwork from the college's Office of Disability Services to the instructor. Also, accommodations take effect when the instructor receives the paperwork from a student, and accommodations will not be provided retroactively.*

## **WITHDRAWAL FROM CLASS**

Up to 12/10/2013 a student may officially withdraw at the Registrar's Office.

### **"N" Grade Policy:**

The N Grade is assigned to students when there is no basis for a grade. This would apply to students who never came to class as well as to those who didn't attend or participate long enough to be graded. The N grade is used to distinguish between earned failures (F), official withdrawals (W), and students who stop attending or participating before there is a basis for a grade. In most cases there would be no basis for a grade for students who stop attending or participating before the 60% point. Like a withdrawal, the N grade does not get included in a student's GPA but does count as a non-completed course.

## **MESSAGES AND CONFERENCES**

If you need to reach me, please email me at [stopping@trcc.commnet.edu](mailto:stopping@trcc.commnet.edu) I am also available during office hours and look forward to meeting with you to discuss your work. If my office hours are not convenient for you, please make an appointment to see me at another time.

## **EMAIL COMMUNICATIONS**

I encourage you to communicate with me via email; however, please be mindful that any email communication with me should be regarded as a formal communication, and thus, emails that do not follow standard written English conventions will be neither read nor replied to.

### **Sign up for MyCommNet Alert!**

myCommNet Alert is a system that sends text messages and emails to anyone signed up in the event of a campus emergency. Additionally, TRCC sends messages when the college is delayed or closed due to weather.

All students are encouraged to sign up for myCommNet Alert. A tutorial is available on the Educational Technology and Distance Learning Students page of the web site:

[http://www.trcc.commnet.edu/div\\_it/educationaltechnology/Tutorials/myCommNetAlert/MIR3.html](http://www.trcc.commnet.edu/div_it/educationaltechnology/Tutorials/myCommNetAlert/MIR3.html)

## **EMAIL SUBMISSIONS**

I do not accept email submissions unless specified; hard copies only!

## **TENTATIVE SCHEDULE**

### **WEEK ONE**

R 8/29 Introduction

### **WEEK TWO**

T 9/3 Reading Due: Chapters 1-4

R 9/5 **Speech #1 for Grade**

### **WEEK THREE**

T 9/10 Reading Due: Chapters 6, 9 and 10.

**Speech #1 for Grade**

R 9/12 **Speech #1 for Grade (if necessary)**

Writing Due: Three Informative Speech topics due by 8:00am by email to [stopping@trcc.commnet.edu](mailto:stopping@trcc.commnet.edu).

Research Workshop

### **WEEK FOUR**

T 9/17 Reading Due: Chapter 7

Research Workshop

R 9/19 Reading Due: Chapter 13  
In Class: Opening Strategies Exercise

**WEEK FIVE**

T 9/24 **Informational Speech #1 for Grade**  
R 9/26 **Informational Speech #1 for Grade**

**WEEK SIX**

T 10/1 **Informational Speech #1 for Grade**  
R 10/3 Discuss Speech #2

**WEEK SEVEN**

T 10/8 Reading Due: Chapter 15

Writing Due:

- Self Analysis #1: 750 word evaluation that addresses the strengths and weaknesses of your speech delivery. Be specific and include strategies for improvement. Please use MLA form.
- 3 Informational Speech #2 topics by 8:00am by email to [stopping@trcc.commnet.edu](mailto:stopping@trcc.commnet.edu)

R 10/10 Workshop

**WEEK EIGHT**

T 10/15 Reading Due: Chapters 8, 11 and 15

Writing Due: Informational Literacy Assignment Due with one Annotated Bibliography entry for the academic source you will be using Speech #2.

R 10/17

**WEEK NINE**

10/22 **Informational Speech #2 for grade**

R 10/24 **Informational Speech #2 for grade**

**WEEK TEN**

T 10/29 Reading Due: Chapter 14

**Informational Speech #2 for grade**

R 10/31 **Informational Speech #2 for grade**

**WEEK ELEVEN**

T 11/5 Discuss persuasive speech structures and argumentation

R 11/7 Discuss "Great Speech Assignment"

**WEEK TWELVE**

T 11/12 Written Work Due: Three Persuasive Speech Topics: by 8:00am, email to [stopping@trcc.commnet.edu](mailto:stopping@trcc.commnet.edu)

Reading Due: Chapters 5 and 12

R 11/14 Workshop

**WEEK THIRTEEN**

T 11/19 In-class survey assignment

R 11/21 Written Work due: Annotated Bibliography (5 entries) for Persuasive Speech

In-class exercise for Persuasive Speeches

**WEEK FOURTEEN**

T 11/26 Writing Due: "Great Speech" Assignment

Practice Persuasive Speeches

R 11/28 NO CLASSES THANKSGIVING

**WEEK FIFTEEN**

T 12/3 **Persuasive Speeches for Grade\*\***

R 12/5 **Persuasive Speeches for Grade\*\***

**WEEK SIXTEEN**

**T 12/10 Persuasive Speeches for Grade\*\***

**R 12/12 Persuasive Speeches for Grade\*\***

**WEEK SEVENTEEN**

**T 12/17 Persuasive Speeches for Grade\*\***

Makeup speeches if time allows

**Due 12/22/2013** by email to [stopping@trcc.commnet.edu](mailto:stopping@trcc.commnet.edu)

1. Write a 750 word response on your improvement. Use MLA form.
2. Final Peer Analysis

PLEASE NOTE:

\*\*I will deduct one half of a full letter grade from your final grade for any absences on these days.